

**SECRET**

7 February 1962

**MEMORANDUM FOR: Director of Logistics**

**THROUGH: CIA Automatic Data Processing Staff**

**SUBJECT: Request for Electric Typewriter**

**REFERENCE:**

25X1

1. The attached requisition is forwarded for approval and issue of one electric typewriter.

2. This typewriter will be assigned for full-time use of an experienced operator in a branch of the Eastern Europe Division. The machine will be utilized for typing cables, multilith reports, and dispatches requiring at least six carbon copies. The typewriter will be used a minimum of four hours daily.



25X1

Eastern Europe Division

Attached: Requisition 6805 EE-32-62

**Distribution**

Orig - 1 - Addressee

1 - EE  
1 - EE  
1 - DD  
1 - CI  
2 - EE

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